

Millbrook Valley Trails Advisory Committee Terms of Reference

Purpose

The Millbrook Valley Trails Advisory (MVTA) Committee is appointed by Council to expand, enhance and promote a public trails system consistent with the Township of Cavan Monaghan Trail Master Plan (June 2010).

Operation

The MVTA Committee is a volunteer advisory committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Cavan Monaghan Trail Master Plan, Township of Cavan Monaghan Strategic Plan, the Township's Comprehensive Zoning By-law(s) and the Township of Cavan Monaghan Official Plan.

All Committee meetings are open to the Public.

Responsibilities of the Committee

- Advise on the design, development, delivery and maintenance of trail policies, programs and facilities.
- Promote and enhance a continuous and integrated pedestrian network of trails within Cavan Monaghan Township and with its neighbouring municipalities;
- Encourage legislation and policy changes that support trails
- Serve as a liaison between pedestrians and the Township on matters pertaining to the trails;
- Monitor the implementation of the Trail Master Plan and to take action to influence the progress and necessary;
- Support public access and use of the Ontario Ministry of Natural Resources Fishing and Day Use Recreation Area and work towards the identification, management and enhancement of natural heritage features (Baxter Creek, the Oak Ridges Moraine, private and public forested lands, fish and wildlife, and species at risk) in the Millbrook Valley Corridor.
- Work within the annual budget approved by Council.
- Establish well-defined goals and objectives for the upcoming year.
- Other matters as directed by Council.

Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Provide input in the creation of an agenda in consultation with municipal staff.
- Chair the meetings.
- Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda.
- Represent the MVTA Committee on other Committees when necessary or ensuring an appropriate staff designate(s).
- In the absence of the Chair, these responsibilities will be undertaken by a Committee member designated as Vice-Chair.

Role of Committee Members

- Attend and actively participate in all scheduled meetings and trail maintenance and construction initiatives on the Millbrook Valley Trails System.
- Read and understand all information supplied.
- Present reports on local panel activities and insure that these reports are included on the agenda.
- Contribute input into Committee reports to Council.
- Undertake research as required.
- Undertake training as required to effectively perform their role as a Committee member.
- Be familiar with applicable Municipal, Provincial and Federal legislation.
- Publicly support all recommendations made by the Committee.
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

Role of Municipal Staff

- Provide notice of meetings and create the agenda.
- Take minutes of MVTA Committee meetings.
- Maintain an up-to-date record of previous MVTA meetings, attachments and reports.
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting.
- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the MVTA Committee, etc.
- Undertake an orientation with MVTA Committee members at the first meeting after Council's selection of the Committee.
- Facilitate the recommendations of the MVTA Committee to Council through the creation of reports.

- Ensure that other departments of the municipality, whose responsibilities and actions may impact the Millbrook Valley Trails System, are aware of the implications and the role of the MVTA Committee.
- Submit a report to Council for budget requests or reallocation of funds.
- Administer the use of allocated funds to the MVTA Committee.
- Members of municipal staff do not have a vote on the Committee.
- Ensure that all members of the MVTA Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term.
- Post approved MVTA Committee agendas and minutes on the Municipality's website.

Composition

The membership of the Cavan Monaghan MVTA Committee shall consist of ten (10) members appointed by Council as follows:

In addition to one (1) appointed Council members, preference will be given to the following representation:

1. Otonabee Region Conservation Authority – One (1)
2. Members at Large – Eight (8)

At the first meeting of the new term of the MVTA Committee, the members shall appoint, from among their member, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

Term of Office

The term for Citizen members and Council members on the MVTA Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee neglect to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

Quorum

A majority of appointed Committee members will constitute a quorum for the transaction of business.

Minutes and Reporting

Reports including recommendations from the MVTA Committee will be sent through the Township Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council in a draft format for adoption and will provide updates to Council on the committee activities.

Subcommittees

The MVTA Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed MVTA Committee members. The subcommittees make recommendations to the MVTA Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

Meeting Times and Locations

The MVTA Committee shall hold a minimum of five (5) meetings per year. Meetings will occur on the fourth (4th) Monday of the month (except July, August and December) or as otherwise approved by the Committee. Meetings will take place from 5:00 p.m. – 7:00 p.m. in the Municipal Council Chambers or Committee Room as available.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

Agendas and information packages that will include the minutes from the previous meeting will be sent (via email) to Committee members and affiliates 48 hours prior to the next meeting and will be posted on the Municipal website.

Remuneration

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.